



***The Lake Club Women's Giving Circle Chairs/Co-Chairs Meeting Minutes
September 14, 2022
16105 Foremast Place 10:00-12:00 noon***

WELCOME AND OPENING COMMENTS – Ruth Harshman, Secretary, acting chair

CHAIRS AND CO-CHAIRS ROLL CALL – Liz Calasans, Josephine Coco, Ruth Harshman, Sheila Lau, Nancy Lepain, Terry Martinez, Deborah Callahan Stratton, Julie Swan, Barbara Najmy via phone. Jennifer Alokeh arrived 10:20. A quorum being present, the meeting was called to order by the acting chair.

CONSENT AGENDA

- APPROVAL OF PREVIOUS BOARD MEETING NOTES August 17, 2022

Nancy moved and Deborah seconded the approval of the consent agenda as presented. Vote unanimous.

Nancy moved and Terry seconded the suspension of the orders of the day to consider the financial report. Vote unanimous.

FINANCIAL REPORT – Complete report attached. Terry reported that two members are outstanding in payments; one will make payment mid-September and the other, Ginny Maloney, has not responded to multiple attempts to contact her. Terry led the discussion of the search for a financial management tool and for a person with CPA skills to assist the committee work. Terry, Lauren Hirsch, and Julie are meeting on Monday with a member who may have those skills.

Julie moved and Sheila seconded to suspend Ginny Maloney's membership until Ginny becomes current and to accept the treasurer's report as presented and attached. Vote unanimous.

GOVERNANCE – Barbara (via phone) reported that the draft by-laws are with the attorney and with Manatee Community Foundation for review. The by-laws are on track to be distributed to the membership this winter and to be voted upon at the annual meeting. Liz moved and Nancy seconded to accept the governance report as presented. Vote unanimous.

COMMITTEE REPORTS

FUNDRAISING/SOCIAL – Complete report attached. Julie reported that Sip, Savor and Socialize has sold only 54 tickets. Julie led the discussion of methods to increase attendance, including posting on Nextdoor, Connections, Facebook and at Sophia's. The event will be opened to non-residents to attend. Julie led the discussion of potential roadblocks to success: some perceive the \$35 price as too high; others suggest "politics" affiliated with the venue. Julie reported that the Turkey Trot directors, Jeff and Liz Waddle and David Ahrens, have selected the Manatee Food Bank as the recipient of the funds raised. The Trot remains a free event for Lake Club residents, with donations accepted, sponsorships available and Turkey Trot t-shirts for sale. The Circle is assisting the directors with fundraising, and other duties as requested by the directors. Julie reviewed the sponsorship levels and asked for assistance in raising funds. The Lake Club Social Committee, chaired by Stephanie Lang, is also assisting with this event (Jose and Jessy George). Julie mentioned that other fundraisers are under consideration, including a movie event, and the bartender event. Nancy moved and Liz seconded to accept the report as presented and attached. Vote unanimous.

GRANTS – Complete report attached. Nancy reported that an email will be sent in October asking all members to list their top two charities for grant consideration by the membership. The grant committee will research the nominations to be certain they match our mission, then send the approved list to the membership for voting. Terry moved and Josephine seconded to accept the grants report as presented and attached. Vote unanimous.

MEMBERSHIP – Complete report attached. Sheila requested from Jennifer that an updated membership list be sent to all board members. Sheila led the discussion of proper distribution of fliers, of an on-boarding process which would include recent emails from Barbara and fliers of upcoming events as well as a welcome letter, important links, and history of the Circle. Goal is to have the on-boarding packet ready for the October 12 chair's meeting and the October 15 general membership meeting. Terry will research



Manatee County Foundation receipt of member's payment who had not received confirmation. Terry moved and Josephine seconded to accept the membership report as presented and attached. Vote unanimous.

OUTREACH – Complete report attached. Deborah reported the committee will be sending an email this week to all the members requesting nominations for outreach activities with responses by October 3. Deborah led discussion of partnerships for outreach, including the success of Embracing Our Differences partnership under Diane Cohen's leadership. Liz to track gross volunteer hours. Julie moved and Josephine seconded to accept the outreach report as presented and attached. Vote unanimous.

SOCIAL MEDIA/COMMUNICATION – Barbara reported that she has worked on Constant Contact to develop a newsletter, email and links. Constant Contact costs \$9.99/month; there may be a non-profit discount she will investigate. Trials could be next newsletter and the responses to outreach request for nominations. The Circle needs an editor for Constant Contact. Julie motioned and Josephine seconded that all chairs/co-chairs provide feedback on Constant Contact trials sent by Barbara. Vote unanimous.

Julie moved and Terry seconded to return to the orders of the day. Vote unanimous.

CHAIR'S REPORT – Jennifer reported on the need for administrative funds: P.O. Box \$25/mo.; Constant Contact \$9.99/mo.; Drop box \$16.99/mo., in addition to printing, mailing, etc. expenses. Jennifer reported that she continues to work with clubhouse to have Circle information placed in Connections with links and on the calendar of events. Jennifer led discussion on separation of Manatee/Sarasota/Lakewood Ranch which was not favorable to chairs present; retain identification with Manatee and Sarasota. Barbara moved and Julie seconded to set aside money for administrative fees to be determined by finance committee based upon needs. Vote unanimous.

OLD BUSINESS - none

NEW BUSINESS – none

Deborah moved and Liz seconded to adjourn. Vote unanimous.

NEXT MEETINGS: (All meetings at 10:00 – noon, at Najmy home, unless otherwise noted) October 12, 2022; October 15, 2022, Fall meeting and brunch 10:00-2:00 at Clubhouse; November 16, 2022; December 14, 2022; March 25, 2023, Annual Meeting at Clubhouse.



**Finance Committee Report
September 6, 2022**

Membership Payments for FY 22-23 Fund 1 and 2

All but 2 of our members are current. Lauren personally called all outliers that had not responded to recent statements or email follow ups. Next steps – await Carmela's payment and suggest Barbara / Jennifer remove Ginny from communications until she pays and then re-instate. No changes from August's amount available for granting (Fund 2) \$12,607. We consider this project closed until next FY.

Ginny Maloney – Barbara called; duplicate invoice sent; no reply
Carmela Quagliato – Promised payment mid-September

Expansion of Payment Options and Banking Tools

Created secure and flexible ways of taking in money before and during events (other than people handing us cash). Lauren has set up two vehicles for collecting money: Paypal and Zelle. Zelle will allow cash to be transferred from an individual directly into our checking account. There is a small fee associated with this. Paypal is useful for collecting credit card payments. With these tools comes set up rules for not-for-profits and government and tax reports (see below for action items). The Sophia event is using this avenue and a few members wanted to pay their Fund 1 payment through Zelle. Paypal charges a fee of 2.8 for each payment and an individual can opt to cover the fee at time of purchase. If they don't the 2.8% fee will be deducted from our payment from Paypal.

Next Steps:

Lauren will set up Zettle which is the square used to take credit cards at functions.

New Financial Committee Member Needed – Accounting Credentials

Because of increase in accounts, tax reporting, expansion of payment options, a review of our books, account setup parameters, and overall compliance with non-for-profit book keeping and income/expense reporting is needed. While Lauren has done an amazing job of reconciling MCF and our records from all prior years, neither of us are accountants or have official bookkeeping credentials. We need someone who does to review what's been set up and recommend changes if needed.

Steps taken:

- Emails to all members (4) who indicated interest in working on the Financial Committee or working but didn't specify a committee. We are looking for people to help collect money at events and for person with CPA credentials. To date no one with the skills/credentials has stepped forward.
- Someone at Najmy Thompson has reviewed what's been done to date and sent in tax forms to verify account.

Action Required:

We are asking you to ask around – those you think would have a CPA background and those who might know someone who does. We don't think this person has to be a WGC member. Our plan B will be to hire a person/firm to do this for us on an "as needed" basis. Responsibilities:

- Review what's been set up with Banking institutions
- Review our record keeping and reporting
- Prepare tax returns and governmental paperwork requirements
- Work with outside entities (banks, WFC, vendors) to be sure we are in compliance with requirements for not-for-profit organizations.



TLC WGC Fundraising/Social Committee Report for 9/14/22

- **Turkey Trot-**
 - **Sponsor packet – finished – copy attached**
 - **Sponsors update – requesting one per member if possible!**
 - **Budget – updated**
 - **Food Bank – Barbara has talked to them and they are thrilled and grateful**
 - **Publicity – THC , FB, Next Door – Julie/Barb/Jennifer**
 - **Website/Registration – Jeff and Liz**
 - **Lake Club involvement - none**
 - **Other donations – all**
 - **Swag bags – need help**
 - **Race set up and race day volunteers – all**
- **Sofia's**
 - **Ticket sales update – Julie**
 - **Assignments –**
 - **Check in/Name tags**
 - **Raffle tickets**
 - **Evening flow**
 - **Menu**
 - **Baskets**
 - **Pet – Terry P**
 - **Wine – Terry F**
 - **Harvest – Julie**
 - **Guys – Julie**
 - **Want one more**
- **Spring fundraiser**
 - **New idea?**
 - **Celebrity bartender**
 - **Need house or linear park/tent**



The Lake Club

3rd Annual Turkey Trot

November 24th, 2022



Presented By: David Ahrens, REALTOR® **RE/MAX**
Platinum Realty

Sponsorship Opportunities

The Lake Club Turkey Trot is back for its **3rd annual event on November 24th, 2022**! This is an exclusive community event for residents and guests of The Lake Club and this year consists of a **1 mile, 5k and a new 10k** trot for participants.

We're excited to also be working with **The Lake Club Women's Giving Circle** which adds a philanthropic element to the Turkey Trot. We are pleased to announce that proceeds raised from this effort will be going to the Food Bank of Manatee.

The **Lake Club Women's Giving Circle's mission** is to support organizations that address the physical, emotional and educational needs of women, children and families in Sarasota and Manatee counties. Past recipients of grants from the Giving Circle include Twig, Feeding Hungry Little Tummys, SPARCC, We Care Manatee and Take Stock in Children. For more information on the Giving Circle, contact Barbara Najmy at barbara@barbaranajmy.com

This year's Turkey Trot will be an amazing and fun time, and gives us the opportunity to **give back and help those in our community** less fortunate than ourselves! We have much to be thankful for. Here's how you can help:

Ways for Sponsors to Participate:

- Be a sponsor!
- Help us reach our donation goal of \$10,000
- Reach the local community with your brand including swag bag material
- Create business and networking opportunities
- Make a difference in the lives of our kids in our community!
- Review levels and benefits attached



Sponsorship Opportunities

2022 Turkey Trot Sponsorship Levels and Benefits

Big Bird Sponsor - \$1500 (1)

- Presenting sponsor
- Call the start of the race, address the crowd
- Included in all media and marketing materials
- Largest logo on banner and t-shirts
- 4 race entries
- Host a table at the start or finish of race

Pumpkin Sponsor - \$1000 (2)

- Pre-race address of the crowd
- Included in all media and marketing materials
- Large logo on banners and t-shirts
- 4 race entries
- Host a table at the start or finish of race

Huffin' for the Stuffin' Sponsor \$500 (multiple)

- Host a table or tent at start or finish line
- Medium Logo on t-shirt, promo items in swag bag
- Included in all marketing material and social media
- 2 race entries

Run Now Gobble Later Sponsor \$250 (multiple)

- Small Logo on t-shirt, promo items in swag bag
- Included with marketing material and social media



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3rd Annual Turkey Trot

November 24th, 2022



Presented By: David Ahrens, REALTOR® **RE/MAX**
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Sponsorship Opportunities

The Lake Club 3rd Annual Turkey Trot - November 24, 2022

Sponsor Form

Contact Name: _____

Company Name: _____

Address: _____

City: _____ State: _____

Phone: _____

Email Address: _____

Level of Sponsorship: _____

Credit Card Number: _____

Exp Date: _____ CVV: _____

In Kind Description: _____

Please make checks payable to The Lake Club Women's Giving Circle, 16215
Clearlake Ave., Lakewood Ranch, FL, 34202

Logo Deadline: October 26, 2022

Questions? Contact [Jeff Waddle](#) or [Julie Swan](#)



Grants Committee Report
September 14, 2022

The Grants Committee is in the process of putting together an email to the membership asking for recommendations for this year's grantees. The email will go out in October.



**Membership Committee Report
September 14, 2022**

A membership committee meeting was held on August 19. Attending the meeting were Kathy Hall, Josephine Coco, Barbary Najmy and Sheila Lau. Jody Hoffstein and Karen Olsen are snowbirds and expected to return in the next two months. They have confirmed that they want to serve on the committee. Josephine has agreed to co-chair the membership committee.

Due to a conflict with the October chair meeting, Josephine has rescheduled the planned Coffee Klatch to November 18. She already is aware of several newcomers in her area of The Lake Club. Victoria White, Stock, is providing names and e-mails of new Genoa residents who agree to the sharing of this information. Neither Stock nor the Lake Club house are permitted to automatically provide us with addresses and e-mails of new residents. Victoria White and the front office at the Club House have agreed to pass out our informational pamphlets to new residents. Note: once we obtain the names of new residents, it is likely we can determine their addresses through the Manatee County website and their e-mails via TLC Directory.

When the snowbirds return, we will explore the idea of a Welcome Wagon. It would be good to find "block" persons to assist the Membership Committee with this function. This also can be combined with the Genoa block parties.

One-on-one recruiting continues.

Physical distribution of informational flyers is more effective than e-mails for invitations to coffee klatches and "cold call" recruiting. We need to determine the most effective way to do this without violating post office regulations and yet avoid postage, if possible.

Do we have an updated list of our members? How often is it updated? One new member claimed that she did not receive a notice about the event at Sofia's. She also claimed she did not receive an acknowledgement of her donation. I explained that the Manatee Community Foundation sends these. How soon after a member joins does this acknowledgement go out?



WGC Outreach Committee Meeting Minutes- Sept 6, 2022

Attending:

Deborah Callahan Stratton
Liz Calasans
Diane Cohen via telephone
Julie Swan
Barbara Najmy
Susan Morris
Joy Stone

We evaluated existing list of supported and potential outreach organizations:

- The Twig- Julie advised they will have future outreach opportunities
- The Boys and Girls Club- Secret Santa Sleigh- Sue, Pam and Tracy, take lead
- Still Point Mission- F/U with grants re more information
- Feeding Empty Little Tummies- Susan advised she attempted contact, no reply
- We Care Manatee- F/U with grants re more information
- Take Stock in Children- Looking for Mentors only at this time; Multiple current residents of the LC participate.
- SPARCC- Attend Fundraisers
- Safe Children Coalition- Julie to f/u regarding foster care needs
- Selah Freedom- Deborah to contact regarding potential General meeting speaker
- Hope Family Services- Joy and Susan to look into volunteer opportunities
- Embracing Our Differences- Diane Cohen
- Manatee County Food Bank- Turkey trot in the Fall, possibility another drive in the Spring.

We reviewed the Outreach email letter to go out to the entire membership regarding submissions from members to nominate organizations that would benefit from a hands on project. Deborah to make changes and submit to Barbara to send out.

We discussed the need for Monthly calendars to display various outreach opportunities as well outreach partner special events. Liz to take lead and receive submissions to add to calendar once available.

We reviewed updates

1. Diane gave an update on Embracing our differences. She advised the link for the reading opportunities in the classroom will be available soon. Diane to contact Jennifer to publish the link for our members.
2. Supporting School Attendance- Deborah to contact
3. Sneakin Back to School- Julie
4. Manatee Elementary- Julie
5. Tracking Volunteer Hours- Outreach to tally hours volunteered and submit to Liz monthly.
6. After outreach event, follow up with what impact the event made- need to determine how to publish; WGC newsletter would be great if it becomes available.

We discussed looking forward to LGC guidance on calendar and contact apps. As well as newsletter to publish information.

The Outreach committee will have monthly meetings the second Tuesday of every month at 9:30am. Next Meeting is Oct 11th, Location TBD